

Scope of Work  
BMV Cruz Bay  
St. John, Virgin Islands

Line Number	Description	Qty	Unit	Price	Unit Price in Words	Estimate Total
	General Requirements					
	Submittals	1	LS			
	Dust Control & Street Protection	1	LS			
	Port-O-John Rental	1	LS			
	<b>Div. Subtotal</b>					
	<b>Mobilization</b>	1	LS			
	<b>Div. Subtotal</b>					
	<b>Selective Demolition</b>					
	Demolition/Disposal of Existing Wood Structure	320	SF			
	<b>Div. Subtotal</b>					
	<b>Concrete</b>					
	Reinforced Concrete Slab	16	CY			
	Concrete Columns	3	CY			
	Concrete Beams	5	CY			
	6" Bollards	4	EA			
	8" CMU	275	SF			
	<b>Div. Subtotal</b>					
	<b>Gates</b>					
	16' x 7' Aluminum Bi-Swing Decorative Gate Installed	1	EA			
	<b>Div. Subtotal</b>					

	<b>Finishes</b>					
	Painting Interior Walls	800	SF			
	Painting Exterior Walls	800	SF			
	Painting Interior Ceiling	260	SF			
	<b>Div. Subtotal</b>					
	<b>Specialty Items</b>					
	Fire Extinguisher Mounted, Type - Table	1	EA			
		1	EA			
	24" Outdoor Mirror Security Convex Acrylic Mirror	1	EA			
	<b>Div. Subtotal</b>					
	<b>Plumbing</b>					
	Transit Frame Grate Light Duty, R-493	1	EA			
	Gutter	100	LF			
	Downspout	80	LF			
	<b>Div. Subtotal</b>					
	<b>Electrical</b>					
	Panel Box Service Connection	1	LS			
	Suspended LED Fixtures, IS 18	2	EA			
	Wall Sconce	4	EA			
	Switches, Outlets, Data Etc. (Points)	10	PT			
	<b>Div. Subtotal</b>					
	<b>Carpentry</b>					
	Roof	260	SF			
	<b>Grand Total</b>					

## **General Specification and Responsibility of Contractor**

The Bureau of Motor Vehicles seeks bids from License Contractors to demolish and build a new inspection booth located at Cruz Bay St. John: 18°19'46.89" N Latitude 64°47'33.65" W Longitude.

All work shall be done in accordance with the Construction Plan, Manufactures Specifications, Bid Schedule and applicable Codes.

1. Prior to the commencement of Work by Contractor, contractor will have all applicable bonds, licenses, sureties and permits in place prior to the commencement of work.
2. Contractor shall be exclusively responsible for the safety, security, and condition of all of materials and equipment and personal stored/working on the construction site, and no such stored or loose materials shall be deemed a part of the Project until after the same have been properly installed by the Contractor in the Project, accepted and paid for by the Contractor. Contractor shall exclusively bear the risk of loss of such stored materials prior to proper installation even if the stored material has been paid for by the contractor.
3. Further, Contractor shall be responsible for any damages done to material, equipment or property by its workforce, subcontractors, or vendors.
4. Unless otherwise authorized in writing in advance by the Contractor, Contractor states that the Work performed under this Agreement will be performed by the Contractor and his regularly employed employees.
5. Not later than the time of delivery of materials to the job site, Contractor shall provide all "materials safety data sheets" pertaining to materials being brought onto the site. Contractor further agrees that it shall comply with all local, federal laws, ordinances and regulations in connection with the Contractor's Work including, but -not limited to OSHA Standards, Rules and Regulations.
6. During the term of this Agreement, Contractor shall pay particular attention to the daily clean up and removal of all trash and rubbish generated on the job site by the Contractor or its vendors. Contractor shall be responsible for the removal of all rubbish and trash it has generated, from its work area on a daily basis and place all such rubbish and trash in waste containers located throughout the Project. In the event Contractor fails to perform this daily cleaning and trash removal agreement, Contractor may assess a portion of the cost of daily clean up of the job site including, but not limited to, the cost of the maintenance of said trash and rubbish receptacles against the Contractor in the form of a negative change order after fair and prior notice has been given.
7. Upon the completion of the Contractor's Work, and when practical, the Contractor shall furnish the User Agency with a warranty acceptable in all respects to the User Agency to repair and/or -replace at the Contractor's sole expense all defects in materials and labor in the Contractor's Work appearing or occurring within one (1) year after the issuance of the certificate of occupancy of the premises upon which Subcontractor's Work is performed. Additionally, in the event the manufacturer of any material supplied by the Contractor to the Project exceeds the term of the Subcontractor's letter of credit or warranty, The Contractor shall further assign and deliver to the User Agency said manufacturer's warranty. Performance of warranty repair work and replacement of materials for defects

occurring within the warranty period shall be the Contractor's sole and exclusive responsibility at the Contractor's sole and exclusive expense.

8. Any Work that is in addition to the work required by this Subcontract shall be construed as extra work ("**EXTRA WORK**"). Extra Work will be subject to prior written approval by the Department of Public Works and shall be granted or denied prior to the execution of any such Extra Work. Approved Extra Work shall be subject to the execution of a change order signed by an authorized representative of the Contractor and the Owner or Contractor which shall be executed prior to the furnishing of such materials or performance of such labor or both. Any Extra Work not so authorized in advance shall be performed or furnished at the sole expense of the Contractor, and neither the Contractor nor the Owner shall be liable or responsible to the Contractor for the payment of any such Extra Work. Extra work must be approved before it is done.
9. All materials supplied or used by the Contractor in the performance of its Work shall be as specified and approved by the Department of Public Works. Contractor shall submit all such materials to the Department of Public Works for approval prior to the installation thereof on the premises unless otherwise agreed or waived by the Department of Public Works in writing. All work and materials will be per the plans and specifications provided unless authorized in writing prior to starting the work.
10. If job is subject to inclement weather it is the responsibility of the Contractor to keep track of these days and present to the Department of Public Works on a weekly basis to compare against their daily log. Days that are in agreement will be placed in a change order format and will be presented with scheduled monthly payment.
11. The Contractor is contracted to provide complete construction, including code requirements, and workmanship of equal or better finishes based on the VI Building Code and to the intent of the contract documents. It is common and known that items of importance are sometimes overlooked in drawings and in specifications. If missing items would normally be included in a particular scope of work, or required for the completion of a particular trades work, then it is included in this contract and not an opportunity for change order.
12. Contractor agrees to perform all work in a good and workmanlike manner and in accordance with the highest standards of the industry in their trades, and as a minimum, the work shall be in accordance with all local, national codes, laws, ordinance and regulations, whichever governs, whether or not so indicated in the plans and specifications. It is the intent that the work be completed in all respects for the use intended as a part of this general scope.
13. Contractor agrees to furnish all labor, supervision, fasteners, tools, taxes, equipment, fuel fees, licenses, insurance and all other costs as required to perform all work covered in the construction scope of the applicable division that this Contractor represents itself as having expert knowledge in and regular engagement with.
14. Contractor shall call and cause all required inspections for his own work and convey all inspection results to the DPW Inspector/Engineer. If unsatisfactory results are discovered, this Contractor will immediately suspend its construction activities until such work is corrected and inspections are passed.

15. Upon award of this contract, Contractor shall perform due diligence and shall prepare all necessary basic diagrams or layouts outlining his/her concerns. If value engineering or alterations to the plans/specifications is involved, such shall be presented to the Department of Public Works prior to the execution of the contract.
16. Contractor shall commence the work to be performed per the contract documents in accordance to the terms of this agreement commencing on the date specified and provided by the User Agency and shall complete all work by the finish date specified on the Construction Schedule or as adjusted from time to time by the Department of Public Works.
17. Under **NO CIRCUMSTANCES** will there be additional money granted for extra work without previous written authorization and executed change order from the User Agency.
18. Contractor shall be completely responsible and provide equipment for receiving, unloading, taking inventory, storing, protecting and signing for all materials installed under this agreement.
19. This Contractor will verify all detail and dimensions for fit of work in all regards.
20. Contractor acknowledges that he will provide the necessary manpower, required to maintain the project schedule in all phases of his work to include any required overtime.
21. Hard Hats are a requirement of this contract.
22. Provide Material Safety Data Sheets (MSDS) for all materials being provided or utilized under this Contract agreement. And its written OSHA policy and written Hazardous Materials Policy before work commences.
23. Contractor will keep onsite material stockpiles and building workspace stockpiles to a minimum, organized and out of the way so as not to impede any other trades, and as directed by the Construction Manager.
24. Contractor is responsible for loss, theft and damage of all materials installed or otherwise until such material has been installed, approved and paid for by Contractor.
25. Contractor reserves the right, to supplement work after proper notification of non-performance has been given.
26. Contractor will furnish the names of the Subcontractors it introduces to the project.
27. Contractor will disclose the amounts of money owed to each subcontractor and submit proper lien waivers.
28. Contractor shall make himself/herself available for either weekly or biweekly meetings (as mutually agreed upon with the Department of Public Works) to discuss project progress/concerns. Any problems deemed an emergency shall be **IMMEDIATELY** made known to the Department of Public Works.

The undersigned Contractor shall furnish all labor, equipment, machinery, material and miscellaneous items for the completion of the Project as outlined in the Contact Drawings, Specifications and Bid Schedule.